



# MINUTES

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**Committee:** Parish Council  
**Date:** Tuesday, 4 February 2025  
**Time:** 7:00pm  
**Venue:** Community Club

## Present

Cllr Mike Warner (Chairman)  
Cllr John Farrand-Rogers  
Cllr Rob Austin  
Cllr Vivienne Hodges  
Cllr Mike Jeffery  
Cllr Jan Evans  
Cllr Gemma Hampton

## Also Present

Samantha Parkin (Clerk)  
County Councillor Jerry Brook

## PUBLIC PARTICIPATION

### 16/2025 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Bridger, Cllr Fileman-Wright, Cllr Keep, Cllr Short and Cllr Walden.

### 17/2025 DECLARATIONS OF INTERESTS / REQUESTS FOR DISPENSATIONS

Cllr Austin declared an interest in min no.26/2025. No requests for dispensation were received.  
*Localism Act 2011 (sections 26-37 and Schedule 4)*

### 18/2025 MINUTES

It was proposed by Cllr Jeffery, seconded by Cllr Hodges, and **resolved to accept and sign** the minutes of the meeting held on 14<sup>th</sup> January 2025 as a correct record. *LGA 1972 Sch 12 para 41(1)*

### 19/2025 STANDING ITEM – CLIMATE AND ECOLOGY EMERGENCY:

The Council noted the Declaration to embed the climate and ecology emergency declaration across all Council services, activities, plans and other relevant work, considering the environmental impact of decisions, ensuring a fully integrated approach to mitigating the impact of climate change.

### 20/2025 COUNCILLOR REPORTS

#### County Councillor Report

Cllr Brook apologised for missing the corporate scrutiny review but will report on it later. He fears Highways funding will be insufficient despite promised Government support.

He reported on devolution. Cornwall has opted out, leaving Devon County Council (DCC) uncertain about the next steps. DCC has been waiting for three weeks for a response from the Communities for Local Government minister on whether elections can proceed in May. He noted that he will not be standing for election but has agreed to remain in post for 12 months if the elections are delayed. Cllr Evans thanked Cllr Brook for his hard work.

*Cllr Brook left the meeting at 19.15pm.*

### **District Councillor Report**

Cllr Farrand-Rogers reported that District leaders now have voting rights on the proposed unitary authority. A meeting of Devon leaders, facilitated by DALC, included the 8 District Councils, Torbay, Plymouth, DCC, and CEOs to discuss local government reorganisation. Ground rules were set, and Teignbridge is collating data to ensure the best outcome for Devon residents.

### **21/2025 MATTERS ARISING**

It was noted the Clerk has signed and returned the letter of engagement to the Internal Auditor.

It was noted the Highways working group have replied to the correspondence at min no. 12/2025.3.

### **22/2025 CHAIRMANS DISCRETION**

The Chairman had nothing to report.

### **23/2025 OPEN SPACES REPORT**

The Open Spaces monthly report had been circulated prior to the meeting. The report was noted and is attached at appendix 1 on page 8. The clerk noted she had removed the graffiti at the phone box.

### **24/2025 CLIMATE CHANGE & ECOLOGICAL EMERGENCY WORKING GROUP**

There was nothing to report.

### **25/2025 INTERNAL FINANCIAL REGULATOR REPORT**

Cllr Bridger had checked the accounts for October, November, and December.

### **26/2025 SCHEDULE OF PAYMENTS**

The Council considered its monthly schedule of payments. The clerk explained that the council must pay the shop front grants upfront and will be reimbursed upon submitting evidence to Teignbridge District Council (TDC).

It was proposed by Cllr Evans, seconded by Cllr Farrand-Rogers, and **resolved to approve** the schedule of payments at appendix 2 on page 8. Cllr Austin abstained from the vote. *LGA 1972 s150(5)*

### **27/2025 CORRESPONDENCE**

1. Correspondence was received and circulated prior to the meeting from Teignbridge District Council regarding a Carton Recycling Trial. The correspondence was noted.
2. Correspondence was received and circulated prior to the meeting from Teignbridge District Council – Litter and dog bin emptying price confirmation 2025-26. Cllr Hodges noted that all litter bins had been removed from the moors to encourage the public to take litter home with them.

It was proposed by Cllr Evans, seconded by Cllr Hampton, and **resolved to accept** the litter and dog bin emptying costs for 2025-26. *Litter Act 1983 s5&6*

3. Correspondence was received and circulated prior to the meeting from Ron Bailey, Parliamentary Advisor requesting the council's support for the Safety of lithium-ion batteries campaign.

It was proposed by Cllr Warner, seconded by Cllr Austin, and **resolved to support** the Safety of lithium-ion batteries campaign.

4. Correspondence was received and circulated prior to the meeting from Moretonhampstead Development Trust requesting the council's input on updating the 2022 Green Plan and exploring Transition Town status. Cllr Hampton explained A Transition Town is a community-led initiative that aims to increase local resilience and sustainability.

It was proposed by Cllr Warner, seconded by Cllr Austin, and **resolved to invite Moretonhampstead** Development Trust's Environmental Project Lead to the Annual Parish Meeting to engage with the community.

### **28/2025 ANNUAL PARISH MEETING**

The clerk had circulated suggestions for the format prior to the meeting.

It was proposed by Cllr Evans, seconded by Cllr Hodges, and **resolved to hold** an informal coffee morning (option three in the accompanying paper). There was one abstention.

### **29/2025 ACTIVE TRAVEL PLAN SUBMISSION**

The draft Active Travel Plan submission had been circulated prior to the meeting.

It was proposed by Cllr Austin, seconded by Cllr Hodges, and **resolved to approve** the draft Active Travel Plan submission.

### **30/2025 UKSPF FUNDING UPDATE**

The clerk's update had been circulated prior to the meeting. The clerk noted that the latest version of the traffic study had been received, and she will circulate it to the council.

### **31/2025 SHOP FRONT GRANT PAYMENTS**

The clerk explained that in order to receive the grant payment from TDC, the council must submit proof of payment by 28<sup>th</sup> of February. Therefore the payments will need to be approved before the next full council meeting. She advised delegating powers to her (as an officer of the council) or a committee.

It was proposed by Cllr Evans, seconded by Cllr Hodges, and **resolved to delegate** payment powers to the clerk in consultation with the Chair and Vice-Chair. *Local Government Act 1972 s101*

### **32/2025 HOSPITAL UPDATE**

The update had been circulated prior to the meeting and was noted.

The Chairman closed the meeting at 7.44pm

### **TO DO ACTIONS**

- Clerk to make payments
- Clerk to reply to the correspondence at min no. 27/2025
- Clerk to arrange the APM
- Clerk to inform DNPA that the submission has been approved

**MPC Minutes 04.02.2025 Attachment no.1 – Open Spaces Report**

Inspection conducted by: S Parkin

Date: January 2025

<b>Area</b>	<b>Comments</b>	<b>Action</b>
<b>The Sentry</b>	Looks good. Hedge has been cut.	Seating Area – benches need repairing.
<b>Churchyard</b>	Report of a fire being started. Member of the public cleaned the area.	None.
<b>The Play Area</b>	Looks good.	None.
<b>The Henge</b>	Looks good.	None.
<b>The Pound</b>	Looks good.	None.
<b>Cross Tree</b>	Looks good.	None.
<b>Geneva Island/War Memorial</b>	Looks good.	None.
<b>Wheelwright's wheel</b>	Looks good.	None.
<b>Allotment</b>	Looks good.	None.
<b>Seats/benches/Lamp posts</b>	Looks good.	None.
<b>Gates and railings</b>	Looks good.	None.
<b>Bus Shelter</b>	Looks good.	None.
<b>Recycling bins</b>	Looks good.	None.

**MPC Minutes 04.02.2025 Attachment no.2 – List of payments February 2025**

**Finance Report**

To receive the Finance Report

On 31 January, the Accounts stood at:

Lloyds Current Account	£4,554.15
Lloyds Deposit Account	£70,685.51

**Standing Orders**

		<b>Date Cleared</b>
Moretonhampstead Development Trust Office Rent	£379.48	02/01/2025
BT Telephone and Broadband	£36.56	15/01/2025

**Direct Debit**

Microsoft 365 subscription	£12.36	24/01/2025
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**Mandatory Payments**

Staffing payments (Salary, pension and quarterly HMRC)	£1,668.54	31/01/2025
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**Card Payments**

Toolstation (Graffiti remover)	£13.00	30/01/2025
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**Transfers**

	£5,000.00	17/01/2025
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**Income**

Interment payments	£828.00	Various
Bank Interest	£65.32	09/01/2025
Churchyard Maintenance	£100.00	30/01/2025

**Invoices for payment** – to consider and approve invoices for payment itemised on the Payment Schedule

8. Signed.....

4 March 2025

<b>Payment Method</b>	<b>Payee and reason</b>	<b>Budget</b>	<b>Power to spend</b>	<b>Net Payment</b>	<b>Payment inc. VAT</b>
Bank Transfer	AR Rural Supplies <i>Sentry Hedge Cut</i>	EX6	Open Spaces Act 1906 s10	£150.00	£150.00
Bank Transfer	Sam Austin <i>Lengthsman 4 days and waste</i>	EX15	Highways Act 1980 s43	£870.00	£870.00
Bank Transfer	MED Theatre <i>Grant Award</i>		Local Government Act 1972s145	£470.00	£470.00
Bank Transfer	White's Greengrocers <i>Shop Front Grant Award</i>	Reserves	Localism Act 2011 s1	£892.00	£892.00
Bank Transfer	Hippo <i>Shop Front Grant Award</i>	Reserves	Localism Act 2011 s1	£941.00	£941.00
Bank Transfer	M P Plumbing <i>Ashes 28/01/25</i>	EXCEM2	Local Government Act 1972 s214	£100.00	£100.00
Bank Transfer	Tindle Newspapers Devon Ltd <i>Mid Devon Advertiser Memorial Testing Advertisement</i>	EXCEM1	Local Government Act 1972 s111	£105.00	£126.00